NEBRASKA
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COMMISSION ON LAW ENFORCEMENT AND CRIMINAL JUSTICE

Community-based Juvenile Services Aid Grant Sub-Award

Grantee	Subgrantee	Grant Number	Date of Award
Gage County	Beatrice Public Schools	23-CB-0512	**April 8, 2022**
Grant Award Period		**Grant Sub-Award Amount**	
July 1, 2022 – June 30, 2023		$33,164.00	

Special Conditions

This contract is subject to the standard conditions agreed to in the original application and the signed certified assurances. The Nebraska Commission on Law Enforcement and Criminal Justice (Nebraska Crime Commission) will disburse funds to the grantee provided funds are available from the Legislature. In addition, the grantee or any subgrantee must comply with the Crime Commission guidelines and the following special conditions:

1. Acceptance of Grant Award and Special Conditions

   a. Grant award must be accepted; signed by the grantee's authorized official, lead contact, and financial lead, and returned to the Nebraska Crime Commission within thirty (30) days from the date the grant award was received by the grantee.

   b. Special Conditions must be accepted; signed by the grantee's authorized official, lead contact, secondary contact, and the financial lead, and returned to the Nebraska Crime Commission within thirty (30) days from the date the special conditions were received by the grantee.

   c. A private non-profit agency (subgrantee) sub-awarded funds shall have a signed Grant Sub-Award and Special Conditions with the grantee. Grantee will provide the Crime Commission a copy of the signed Sub-Award and Special Conditions before disbursement of funds will be issued for reimbursement to that sub-awarded agency.

2. The grantee must comply with the following reporting requirements:

   a. Transactions and Drawdown requests are required **monthly**, including sub-award and contract expenditures, unless otherwise notified. Invoices are due in GrantVantage by the 30th of the month following the month the expense/transaction incurred. If the 30th of the month falls on a weekend or holiday, submit reports on the business day prior to that weekend or holiday. Grant payments are on a reimbursement basis; reimbursements cannot be made until financial documentation from the grantee has been approved by the Nebraska Crime Commission. The final drawdown request reflecting the total grant expenditures and amount reimbursed is due no later than **45 days** from the end of the grant period.

   b. The grantee agrees to be in compliance with GrantVantage Agency MOU and GrantVantage User Agreement. Violation of compliance may result in removal of access to the system.

   c. Data reporting and narratives are required **quarterly** in the Juvenile Case Management System (JCMS). Reports are due by the **15th** of the month following the end of each quarter. An annual report on grant activity is due no later than **45 days** from the end of the grant period. Failure to report required data can result in suspension or termination of grant funds.

   d. **Regardless of the start date of the grant project**, all quarterly reports are due for the quarters as listed below:

Jan-March:	**Due April 15th**	July-Sept:	**Due October 15th**
April-June:	**Due July 15th**	Oct-Dec:	**Due January 15th**

When the 15th falls on a holiday, Saturday or Sunday, all reports are due the **prior** working day.

3. Use of funds:

   a. Grant funds are to be used for the purpose stated in the approved grant application. Alternations must be approved by the Grant Administrator, prior to the change taking place through submission of a Change Request in GrantVantage, instructions outlined in the Financial Guidebook.

   b. The grantee must submit a project change request when there is a need to alter the original grant application or contingencies. All project requests need to be approved, unless otherwise impose by law. Please see the financial guidebook page 5 for guidelines on project change requests.

4. Accounting Procedures:

   a. The grantee shall implement and maintain an accounting system which accurately reflects income received, expenditures, and documentation of expenditures. Each source of income must be accounted for separately and a clear audit trail for each source of funding must be maintained.

   b. Match funds, when applicable, need not be applied at the exact time or in the required proportion to the obligation of state funds. However, the full match share must be obligated by the end of the project period. Accounting records are to be available for monitors and audits.

   c. If at any time an impropriety is found in the accounting or use of any funds received by the grantee, the Nebraska Crime Commission must be notified immediately and informed about how the agency will address the problem.

   d. The grantee will maintain time records to clearly document the hourly activity of each grant funded position to show the actual percentage of time charged to the funding source. If a position is 100% funded by the grant and 100% of duties are on allowable grant funded activities, an attestation certifying as such may be submitted every quarter in lieu of an hourly time record. Records will be maintained by the grantee to document any differences between budgeted and actual personnel grant costs. Timesheets for the grant funded positions shall include the signature of the employee and their supervisor.

   e. State, County, and Tribal guidelines must be followed for the purchase of equipment or services, and for the property management or disposal of equipment purchased with state grant funds. Property records for equipment purchased must be maintained which include a description, serial number, source, title holder, acquisition date, cost, percentage of state dollars funded, location, and use and condition of the equipment. The grantee must adhere to written procurement procedures. All contracts that are written must go through a procurement process. Counties must adhere to Nebraska Revised Statute 23-3108. State agencies must follow the procurement process that is governed by DAS: http://das.nebraska.gov/material/purchase_bureau/agency-info.html. All other entities must follow their written procurement process and if a procurement process is not in place, then the entity must use Nebraska's procurement process governed by DAS.

5. Data Requirements:

   a. Individual youth level data reporting is required to be up to date **quarterly** in the Juvenile Case Management System (JCMS), due by the **15th** of the month following the end of each quarter. Failure to report required data can result in suspension or termination of grant funds.

   b. Grantee agrees to collect and report on all required variables as identified by the Nebraska Crime Commission and/or Juvenile Justice Institute. Grantee agrees to address any JCMS data issues upon notification, including accessing missing data reports quarterly and inputting missing variables.

   c. Grantee is responsible for ensuring all sub-grantees are complying with data entry and quarterly reporting requirements.

6. Grantee agrees to implement and administer required surveys and assessments to all youth served and submit to the Juvenile Justice Institute for the following program types. Grantee is responsible for ensuring all sub-grantees are complying with the survey and assessment requirement.
    a. Prevention/Promotion Programs (Pre/Post EB-NE Assessment; Risk and Protective Factors at Intake)
    b. After School Programs (Pre/Post EB-NE Assessment)
    c. School Interventionist Programs (Pre/Post EB-NE Assessment)
    d. Mentoring Programs (Pre/Post EB-NE Assessment with Post Strength of Mentoring Match)
    e. Mental Health Programs (Pre/Post EB-NE Assessment)

7. The grantee assures full cooperation with the Nebraska Crime Commission in the monitoring of the grantee's compliance. Monitoring may include submission of any required documentation, requests for information, and on-site visits.

8. The grantee agrees the Lead Contact and the Financial Lead will complete Grant Management Training sponsored by the Nebraska Crime Commission, at a minimum of once every three years. Grantees that are receiving funding for the first time, or those that have had turnover in the above positions will be required to complete Grant Management Training within the first year.

9. The Nebraska Crime Commission shall have access to all project related materials for the purposes of audit and examinations. All records shall be retained for five (5) years from the date of the final fiscal report, unless an audit is in progress or the findings of a completed audit have not been resolved satisfactorily.

10. The grantee agrees that any publication or publicity (written, visual, or audio) funded in whole or in part with state funds by the Nebraska Crime Commission will include an acknowledgement of funding that shall contain the following statement: "This project is supported by Grant No.___ awarded by the Nebraska Crime Commission and points of view or opinions contained in this document are not those of the Nebraska Crime Commission." A copy of such publicity or publication shall be sent to the Nebraska Crime Commission.

11. The grantee assures it and all its contractors will comply with all applicable nondiscrimination requirements as set forth by federal and state laws. No person shall be excluded from participation in, denied the benefits of, subjected to discrimination under, or be denied employment in connection with any activities receiving funds under the Community-based Juvenile Services Aid Grant Program on the basis of race, color, national origin, religion, sex (including pregnancy), disability, or marital status.

    In addition to the foregoing, in the event a federal or state court or federal or state administrative agency makes a finding of discrimination after a due process hearing, on the basis of race, color, religion, nation origin, or sex against the grantee, the grantee will forward a copy of the finding to the Nebraska Crime Commission.

12. All agencies who are participants in the awarded project shall establish and maintain a drug-free work place policy.

13. The grantee agrees to comply with any modification or additional requirements that may be imposed by law or the Crime Commission.

14. The misuse of award funds may result in a range of penalties, including suspension of current and future funds, recoupment of money provided under an award, and civil and/or criminal penalties. The grantee agrees to comply with any additional requirements that may be imposed as a result of grant performance.

15. The grantee agrees to comply with the eligibility requirements, funding purposes, funding requirements, funding limitations, procurement regulations, budget restrictions, and all other requirements outlined in the Community-based Juvenile Services Aid Grant Program Request for Application. Access to this document can be requested from the Nebraska Crime Commission. The grantee agrees to comply with all reporting, data collection, and evaluation requirements as prescribed by the Nebraska Crime Commission and Nebraska Revised Statue §43-2404.01 and §43-2404.02 and Title 75, Chapter 1; Distribution of Community-based Juvenile Services Aid.

16. Sub-Awards:

    a. A private non-profit agency (subgrantee) sub-awarded funds shall agree to and sign these same Special Conditions. The subgrantee is bound by the same requirements as the grantee as outlined in these Special Conditions, and will follow the same

reporting and accounting procedures required of the grantee, including all requirements outlined in the Juvenile Programs and Interventions Financial Guidebook.

b. The subgrantee will submit detailed invoices with supporting documentation to the grantee monthly for reporting to the Nebraska Crime Commission as outlined in section 2, reporting requirements.

c. The subgrantee agrees to comply with all reporting, data collection, and evaluation requirements as prescribed by the Nebraska Crime Commission, by these Special Conditions, and Nebraska Revised Statue §43-2404.01 and §43-2404.02 and Title 75, Chapter 1; Distribution of Community-based Juvenile Services Aid.

d. The grantee will financially monitor all sub-awards and subgrantees for compliance with these special conditions and the Financial Guidebook.

I have read the above special conditions and understand they are part of the binding grant award. I acknowledge failure to satisfactorily meet all conditions of the grant and/or submit required documentation may result in suspension or termination of the grant award.

Signature of County Authorized Official	Date	Signature of Lead Contact	Date
Typed Name and Title		Typed Name and Title	
Signature of Sub grantee Authorized Official	Date	Signature of Financial Contact	Date
Typed Name and Title		Typed Name and Title	

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State Grant Award

Grantee Gage County	Grant Number 23-CB-0512	Date of Award April 8, 2022
Grant Award Period: July 1, 2022 – June 30, 2023		**Grant Amount** CB: $44,859.00 EB: $12,851.00 **Total Award:** $57,710.00

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15. The grantee agrees to comply with the eligibility requirements, funding purposes, funding requirements, funding limitations, procurement regulations, budget restrictions, and all other requirements outlined in the 2021-2023 Year 1 Community-based Juvenile Services Aid Request for Application. Access to this document can be requested from the Nebraska Crime Commission. The grantee agrees to comply with all reporting, data collection, and evaluation requirements as prescribed by the Nebraska Crime Commission and Nebraska Revised Statue §43-2404.01 and §43-2404.02 and Title 75, Chapter 1; Distribution of Community-based Juvenile Services Aid.

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    d. The grantee will financially monitor all sub-awards and subgrantees for compliance with these special conditions and the Financial Guidebook.

I have read the above special conditions and understand they are part of the binding grant award contract. I acknowledge failure to satisfactorily meet all conditions and requirements of the grant as outlined in these special conditions, Request for Application, and Juvenile Programs and Interventions Financial Guidebook may result in suspension or termination of the grant award.

	4/8/2022		
Signature of Executive Director	Date	Signature of Lead Contact	Date
Don Arp, Executive Director			
Typed Name and Title		Typed Name and Title	
Signature of Authorized Official	Date	Signature of Financial Contact	Date
Typed Name and Title		Typed Name and Title	